

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1420
		Original Date	05/16/1983
	Department: Medical Records	Revised Date	10/08/2015
Admission and Discharge Register			

POLICY:

An Admission Register is kept in the Medical Record Department as well as an Admissions Census Report and Discharge Census report that are generated from the Electronic Health Record.

PROCEDURE:

1. This register will be used to control assignment of admission numbers to residents.
2. It will also serve as a death register.
3. A unit numbering system is used. Therefore, if a resident is discharged and later readmitted, the same number will be assigned.